

November 26, 2008

To: TJ Miller, Custodian of Trailer Estates Public Records
Janet Jones, Chairman, Trailer Estates Board of Trustees

From: Sharon Denson

Subject: Sunshine Law request for Policy and Procedure

On Monday, November 24, 2008 I was in the park office seeking a public record that was not available to me. I requested that the requested document be provided along with the requested responses from the T.E. Attorney.

TJ Miller explained to me that she had adopted a policy of keeping files on some individuals in the park. TJ said that the Board was in full agreement with her decision.

I am now requesting in addition to my request on November 24, 2008, a copy ready for my review of the policy pertaining to T.E. creating files on individual residents that TJ referred to on Monday, November 24, 2008:

- keeping files on individual residents,
- procedure that is followed to determine who the park keeps individual files on
- What information is gathered by the Park and kept in the individuals file
- The minutes of the meeting that this policy and procedure were adopted.
- *How is file used*

I would appreciate a call from TJ when the materials are ready for my review.

Sharon Denson
752-7421

Cc: Lewis, Longman, and Walker

